

Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
July 1, 2021

Board members in attendance: [Vice President] Clint Twedt-Ball, Monica Challenger, Mary Sharp, Susie McDermott, Rafael Jacobo, Matt Wilding, Hassan Selim

Absent: [President] Jade Hart

Staff in attendance: [Library Director] Dara Schmidt, Patrick Duggan, Erin Horst, Todd Simonson, Jessica Musil, Kevin Delecki, Jessica Link

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation

- A. Call to Order
 - Mr. Twedt-Ball called the meeting to order at 4 pm.
 - This electronic meeting of the Library Board of Trustees is being held because meeting in person is impossible and impractical due to concerns for the health and safety for Library trustees, staff, and community members presented by COVID-19. An electronic meeting is allowed by Iowa Code Section 21.8 and Governor Reynolds proclamations of emergency disaster. All trustees and staff are joining remotely. This meeting is also live on the Library's Facebook page.
- B. Consent Agenda – **Action**
 - Minutes: June 3, 2021

The motion to accept the consent agenda carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. Foundation Report – Charity Tyler
 - Ms. Tyler attended several conferences this month, which have given her many ideas to advocate for our Library and Foundation. This month, Ms. Tyler was inaugurated as President of United for Libraries, a division of the American Library Association (ALA) for Foundations, trustees, and Friends organizations. She was also pleased that the Library presented a panel at ALA.
 - At this time, there is no enrollment updates for Dolly Patron's Imagination Library (DPIL). The data downloads on the first of the month and the system is inaccessible.
 - The Foundation has started its focus on the next fiscal year and how it may support the Library's initiatives.
- E. Friends of the Library Report – Libby Slappey
 - Ms. Schmidt reported for Ms. Slappey. The Friends hosted their first Farmers Market sale two weeks ago and felt it was well attended. Friends are trying a new system that pairs a board member with incoming board members to help the new member understand how the Friends operate.
 - The Library, Foundation, and Friends will host a tri-board orientation on July 29. New board members are highly encouraged to attend; tenured board members are also welcome. Trustees who wish to attend were reminded to RSVP.
- F. Board Education: ILS Transition – Erin Horst
 - Materials Manager Erin Horst demonstrated the new patron access catalogue (PAC) and its features from the Library's website. She highlighted a few features on the main page including how to change text size, changing languages, and selecting different branches for customized suggestions based on that branch's usage patterns.
 - The catalogue search has new features to drill down further into the type of material – (keywords, location, material type, and more) while searching. Placing holds and managing

your account has been streamlined. Patrons can choose to maintain a reader list. This is not enabled as it can be a privacy concern. We don't save this information as it could be subpoenaed though it is an option for patrons who wish to track their reading.

- The catalogue now includes digital materials, such as OverDrive – and holds and accessing materials can be done straight from the catalogue versus the individual digital materials' websites or apps. Ms. Horst is also setting up e-source links so while users are signed into their accounts, they can be routed to other resources. For example, logging into Ancestry's database from the catalogue instead of going through a separate portal.
- Ms. Challenger asked about the options for text sizes. The website only has two options for sizes so it does not include a drop down of choices. Ms. Challenger asked if the website changed based on the branch selected. The library logo changes and it is clear Marion or Hiawatha is selected; however, it is not so obvious between Downtown and Ladd. Ms. Horst will look into ways to better distinguish the two Cedar Rapids libraries.
- Mr. Wilding questioned the form of the data and ownership. All materials records are MARC records – Machine Readable Catalogue; this record system is the paper card catalogue system in an electronic format. We own all data for records including materials and patron. The vendor can only access the records at our request. However, we have different record access contracts with the various vendors. As a rule, we don't allow personalized data. For eBooks and downloadable audio, there is no standard and it is product specific – the publishers set the rules. While, we own the book but we may have to buy a new copy after being checked out so many times. Or, we rent copies from 3M cloudLibrary and are charged based on the number of check-outs.
- Mr. Twedt-Ball asked what types of responses we are receiving. Ms. Horst concedes that change is hard, especially year and timing wasn't ideal but out of our control. While it is different, the system is clean and intuitive. It can feel significant for long-term users specifically relearning navigation. The staff side of the system will increase productivity and be more efficient once we get used to it. In general, feedback has been positive.
- Ms. Challenger asked if the Library plans to release instructional videos to help users to understand the system. Ms. McNamara is developing these videos as we are understanding the pain points.

G. Library Board Committee Reports

- Nominating Committee – Matt Wilding & Susie McDermott
 - **Action:** Slate of Officers FY22
 - The committee would like to nominate Jade Hart and Clint Twedt-Ball to serve another one year term as President and Vice President, respectively. Mr. Wilding and Ms. McDermott feel that the nominees showed leadership during a trying year. Both Ms. Hart and Mr. Twedt-Ball are willing to serve another term.

The motion to accept the Slate of Officers FY22 carried with unanimous approval.

- Finance Committee – Monica Challenger
 - Ms. Challenger reported that the budget will be under for both expenses and revenue for FY21. Some large expenses – such as IT, materials, and furniture purchases – were moved from FY22 to FY21.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - State Library of Iowa, Trustees Handbook Discussion Chapters 11 & 12
 - Chapter 11: Effective Board Meetings
 - The board is effective because of its members' leadership abilities and commitment to the organization and the board. Everyone works collaboratively while also adhering to the state's Open Meeting laws. Mr. Twedt-Ball outlined the responsibilities of board members during meetings.

- The consensus is that the board operates well and upholds the Library's mission and vision. Mr. Wilding did note that the board is rarely in conflict but healthy conflict can be a positive tool.
 - Chapter 12: Problem Solving and Decision Making
 - Trustees make decisions that influence library policy. This chapter provided actionable steps to effectively problem solve and make decisions as applicable to the trustees' role.
 - Ms. Sharp noted that she feels good about the board, Library director, and leadership team to provide information so trustees can make hard decisions.
- Advocacy Committee – Mary Sharp, Committee Chair
 - This summer, Ms. Sharp will meet with mayoral candidates to start preliminary conversations on the Library's role. In the fall, trustees will also have the opportunity to meet with the candidates. Ms. McNamara will provide talking points regarding upcoming initiatives including the west side library and contracting cities.
 - Ms. Sharp encouraged trustees to share photos and posts on social media to promote the Mobile Technology Van out in area parks.

H. Library Director's Report

- Ms. Schmidt has been involved in many conversations with the City and County about their American Rescue Plan Act (ARPA) funds, which could possibly be linked to the new west side library project – especially if the project includes affordable housing and workforce development. Ms. Schmidt is hopeful to share more information with the board soon as discussions continue. In the board packet, we included some bullet points of the project's vision. In July, a City committee on neighborhood survey will meet – we will use the data in our planning – and in August/September, we anticipate releasing a feasibility study RFP.
- Ms. Schmidt reviewed the updated performance goals for her in the next year, which also include a general timeline. In future, Ms. Schmidt will include the goals in a calendarized format along with strategic plan calendar.
- The Mobile Technology Van has been successful out in the community. Recently, it joined an event with the Parks and Recreation's Rolling Rec' Mobile and Iowa Children's Museum van. The van also went to a job fair so attendees could write resumes and take home printed copies from the van.
- The City of Alburnett chose to contract for library services with the Center Point Public Library. At this time, the board does not need to take action. The Metro Library Network (MLN) directors are providing information to their respective boards.
 - Citizens get library service two ways: support and have an accredited library in your community, or contract with a neighboring accredited library. The State mandates the minimum level of property taxes. The rate, set in 1977, is six and three-fourths cents per \$1,000 of assessed value. Only three libraries in the state operate at this funding level.
 - Prior to 2008, MLN libraries offered \$25 library cards for non-residents. The fee was reimbursed by the person's city. In 2008, Enrich Iowa started and annual paid library cards were discontinued. The State Library of Iowa would pay libraries a set rate, which changes annually, for each physical transaction (or circulation) between libraries. At this time, the County started to pay for rural resident service as well. Contracting cities were then asked to pay up to 80% of what an MLN patron would pay. Enrich Iowa or Open Access services apply to physical items while a contracting city would also gain access to electronic resources as well.

- Ms. Schmidt shared the financial aspects of the Alburnett contract, its history, and the negotiated rates, and also an approximate reimbursement from the State Library based on Enrich Iowa reimbursement.
 - A library can deny service based on Clause 3A in the Enrich Iowa/Open Access program. A board can “deny Open Access service to residents...deem[ed] to be inequitable.” Inequitable is not defined and is open to interpretation to the board.
 - The MLN’s boards have to make a choice – treat Alburnett (and Palo) like any other Enrich Iowa/Open Access community (access to physical items only with state reimbursement) or deny service to Alburnett based on contract inequity and discontinue use of any services.
 - Ms. Schmidt and the other MLN directors believe it is ethical to allow Open Access. It may not be fair but this is a common practice amongst Iowa libraries.
 - Ms. McDermott asked if other urban libraries encounter this and how it has been handled in the past. According to the State Library records, MLN libraries are the only cities who have used this clause. The State believes six and three-fourths cents is fair, which is significantly lower than approximately 30 cents reimbursement under Enrich Iowa/Open Access the State Library.
 - Ms. Sharp asked if a library can use Open Access while having an active contract with another library. Palo does; Ms. Schmidt can get more information on this. In 2013, the board voted to deny services without an end date, and so Palo currently does not have service with MLN libraries. Any changes to Palo would need to be a separate vote.
 - Ms. Sharp asked if there is any work at the state level work to increase minimum. At this time, no though Ms. Schmidt will continue to advocate for a change. However, most of these systems are setup to benefit rural Iowa libraries versus the large urban libraries. About 15 to 20 libraries out of 545 are considered large and are the minority.
 - Ms. Schmidt feels that this is a philosophical struggle, and while it is not fair financially, what benefit is there to deny service? Communities need libraries. Communities can opt to increase access with a contract to give residents digital services.
 - Mr. Twedt-Ball feels it is hard not to link this issue with going fine free. The board voted to remove approximately \$100,000 in fine revenue, which is much more significant than any gains from a contract that is split between the MLN libraries. Based on usage, Cedar Rapids receives about 20% of the Alburnett contract compared to 40% for Hiawatha and Marion, respectively.
 - Trustees are encouraged to send questions or thoughts to Ms. Schmidt for further discussion at the board’s leadership committee.
- I. Old Business
- There being no old business, the meeting continued.
- J. New Business
- Mr. Twedt-Ball highlighted the great story in the board packet about the teen wishing to explore the library and previously scared. He praised libraries’ abilities to be ambassadors of sharing, equity, and inclusion.
- K. Adjournment
- There being no further business, the meeting adjourned at 5:20 pm

The next Board of Trustees meeting will be held on Thursday, August 5, 2021, at 4 pm, in Beems Auditorium, Downtown Library